

41

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7 May 1973

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Support School

SUBJECT : Course Report - Management and
Services Review: Trends and
Highlights No. 41 (5-73)

25X1A

1. The forty-first running of the Management and Services Review: Trends and Highlights was conducted at [REDACTED] 23-27 April 1973. Fifty-three students attended: 41 men and 12 women; three of the students were black. There were eleven CT's in the class. The Course Schedule, Student Roster and Student Critiques are Attachments A, B and C respectively.

25X1A

2. The critiques reflect no new ideas or suggestions but were generally favorable. This was a most responsive group that kept every speaker up to and beyond his allotted time with meaningful, interesting and relevant questions.

25X1A

3. The Support Services Staff presentation will be deleted from future runnings. This information was given to me by the Chief of that Staff, Mr. [REDACTED] who said Mr. Harold L. Brownman agreed to this.

4. It seems that more and more people voice objections to the film "Need-to-Know" because they have seen it before. I hope to drop the film from future runnings because of this and, more important, because the film is out-dated.

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5. The Records Center working hours were changed and that facility now closes at 1630 rather than 1700 hours. Therefore, the tour of the Records Center will be moved to a different time. This change, plus those mentioned in paragraph 3 and 4 above, enabled me to give much needed extra time to OTR, SSA/M&S and the SIPS Task Force.

6. All speakers attended as scheduled except:

25X1A
25X1A

[REDACTED] for John F. Blake
[REDACTED]
Robert S. Wattles for Harold L. Brownman

[REDACTED]
Course Administrator

25X1A

Attachments:

- A. Course Schedule
- B. Student Roster
- C. Course Critique

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A

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MANAGEMENT AND SERVICES REVIEW

TRENDS AND HIGHLIGHTS

Course No. 5-73

(Forty-First Running)

23 - 27 April 1973

25X1A

Seminar Room, Administration Building
[REDACTED]

OFFICE OF TRAINING

Course Administrator: [REDACTED]

Training Assistant: [REDACTED]

25X1A

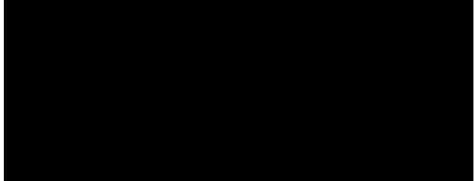

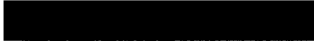




Office: Room 205, Chamber of Commerce Building, Ext. 3567

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Monday, 23 April 1973







| | | | |
|-----------|---|---|-------|
| 1000-1040 | Welcome, Administration and Security |  | 25X1A |
| | | Course Administrator, Office of Training | |
| 1050-1150 | CIA and National Security |  | 25X1A |
| | | Briefing Officer, School of Intelligence and World Affairs, Office of Training | |
| 1150-1300 | Lunch | | |
| 1300-1350 | Office of Training: Trends and Highlights |  | 25X1A |
| | | Deputy Director of Training | |
| 1400-1450 | The Role of the Special Support Assistant to the Deputy Director for Management & Services |  | 25X1A |
| | | Special Support Assistant to the Deputy Director for Management & Services | |
| 1500-1550 | Agency Records Management |  | 25X1A |
| | | Records Management Training Officer, OTR | |
| 1600-1650 | Tour of Records Center |  | 25X1A |
| | | Chief, Agency Archives and  | 25X1A |
| | | Chief, Agency Records Center | |

SOCIAL HOUR & DINNER

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Tuesday, 24 April 1973

| | | | |
|-----------|---|---|-------|
| 0830-0945 | Office of Finance: Trends and Highlights | <u>Thomas B. Yale</u> Director of Finance | |
| 1000-1045 | Introduction to Logistics | <u>John F. Blake</u> Director of Logistics | |
| 1100-1200 | Agency Depot System & Materiel Support to Overseas Operations |  Deputy Chief, Supply Division, OL | 25X1A |
| 1200-1310 | Lunch and Exhibit | Exhibit:  | 25X1A |
| 1310-1350 | Headquarters Logistics Support Problems |  Chief, Logistics Services Division, OL | 25X1A |
| 1400-1440 | Procurement & Contract- ing for Materiel & Services |  Deputy Chief, Procurement Division, OL | 25X1A |
| 1450-1530 | Support Rendered by Real Estate & Construction Facilities |  Deputy Chief, Real Estate & Construction Division, OL | 25X1A |
| 1540-1640 | Support Rendered by the Printing Services Facilities |  Chief, Printing Services Division, OL | 25X1A |
| 1645-1700 | Logistics Wrap-Up | <u>John F. Blake</u> | |

SOCIAL HOUR & DINNER

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Wednesday, 25 April 1973

25X1A

0815-0830

[REDACTED]

0845-1015

Office of Communications:
Trends and Highlights

[REDACTED]
Deputy Director of
Communications

25X1A

25X1A

1030-1200

Communications Training

[REDACTED]
Office of Communications

25X1A

1200-1245

Lunch [REDACTED]

1245-1430

Tour - Covert
Communications
Laboratory

[REDACTED]
Chief, Covert
Communications
Laboratory, Office
of Communications

25X1A

25X1A

1430-1445

[REDACTED]

1510-1600

Potpourri

[REDACTED]
Chief, Clinical Division
Office of Medical Services

25X1A

1610-1700

Office of Medical Services:
Trends and Highlights

[REDACTED]
Deputy Director, Office
of Medical Services




25X1A

SOCIAL HOUR & DINNER

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Thursday, 26 April 1973

| | | | |
|-----------|---|--|-------|
| 0845-1215 | Security Trends & Highlights An overview of current security missions and functions with emphasis upon new developments in the security field. | <u>Howard Osborn</u> <u>Director of Security and Office of Security Representatives</u> | |
| 1215-1330 | Lunch | | |
| 1330-1440 | Personnel Benefits and Services |  Chief, Benefits and Services Division, Office of Personnel | 25X1A |
| 1450-1550 | The Agency Retirement Program and Retirement Services |  Chief, Retirement Affairs Division, Office of Personnel | 25X1A |
| 1600-1700 | Office of Personnel: Trends and Highlights |  Deputy Director of Personnel | 25X1A |

SOCIAL HOUR & DINNER

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Friday, 27 April 1973

| | | | |
|-----------|--|---|-------|
| 0830-0915 | Support Services Staff Program Responsibilities | [REDACTED] Deputy Chief, Support Services Staff | 25X1A |
| 0930-1100 | Support Information Processing Systems | [REDACTED] Deputy Chief, Support Information Processing Systems (SIPS) Task Force | 25X1A |
| | | [REDACTED] Deputy Chief, Management Support Division, OCS | 25X1A |
| | | [REDACTED] Chief, Data Management Center Team, SIPS | 25X1A |
| 1110-1200 | Microfilm Programs | [REDACTED] Acting Chief, Microfilm Programs Branch, Support Services Staff | 25X1A |
| 1200-1315 | Lunch | | |
| 1315-1415 | Film: Need to Know | | |
| 1430-1515 | Meeting with the Deputy Director for Management and Services | <u>Harold L. Brownman</u> | |
| 1520-1540 | Final Administration | [REDACTED] | 25X1A |

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ROUTING AND RECORD SHEET

41

SUBJECT: (Optional)

Management and Services Review: Trends and Highlights Course Report

FROM:

25X1A

205 C of C

JMC

EXTENSION

3567

NO.

DATE

7 May 1973

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DC/SUS-AT

7 May 1973

[Signature]

2.

3.

C/SUS

8 May 73

[Signature]

4.

5.

SA/CD
1026 C of C

5/9

[Signature]

6.

EA

10 May

[Signature]

7.

~~DDTR~~
1026 C of C

8.

9.

DTR

15 May 15

[Signature]

10.

11.

AC/SUS
205 C of C

[Signature]

12.

13.

Chief Instructor

14.

15.

"Need to Know" was not really produced for internal viewing anyway.

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